

GOVERNOR GUINN MILLENNIUM SCHOLARSHIP PROGRAM
A Partnership between the Office of the State Treasurer, NSHE, and Sierra Nevada College
100 % REFUND AND INCOMPLETE GRADES

† 100% REFUND*

Procedures for 100% Refund:

If an exception occurs during the semester in which the student is currently enrolled or before the subsequent semester ends, this form is **NOT** needed and the financial aid office at the institution can make the appropriate adjustment to the student's account through normal procedures.

Step 1: Institution determines a student is eligible for a full refund, based upon approval of campus committee, and submits this form to the State Treasurer's Office.

Step 2: State Treasurer's Office reviews the information.

Step 3: Institution processes refund.

Step 4: State Treasurer's Office, Administrative Assistant IV, grants student an appeal in INSTEP.

Step 5: State Treasurer's Office, Administrative Assistant IV, corrects student record in INSTEP, and records full refund explanation in INSTEP under "NOTES".

Institution: _____

Term _____ **Year:** _____

Name (last, first): _____

MSID#: _____ **Social Security Number** _____

Dollar Amount: (Credited by the Institution) \$ _____ **Date Credited:** _____

Justification: _____

Approved By _____

Financial Aid Director or Designee

State Treasurer's Staff

*Official documentation for students who receive campus committee approval for an exception to the 100% refund deadline must be submitted prior to the annual reconciliation deadline for that term. Manual adjustments are not permitted after that deadline. State Treasurer's staff will enter information in NOTES in Instep.

† INCOMPLETE GRADES

Procedures for Converting Incomplete Grades Manually after SIS/INSTEP Deadline:

If an exception occurs during the semester in which the student is currently enrolled or before the subsequent semester ends, this form is **NOT** needed and the financial aid office at the institution can make the appropriate adjustment to the student's account through normal procedures.

Step 1: Institution determines a student has had an "incomplete" converted to a letter grade.

Step 2: Institution submits this form to State Treasurer's Office.

Step 3: State Treasurer's Office confirms accuracy of data submitted with campus representative.

Step 4: Institution sends confirmation of disbursement to State Treasurer's Office.

Step 5: State Treasurer's Office manually updates student record and puts explanation in INSTEP under "NOTES".

Institution _____

Term: _____ **Year:** _____

Name (last, first): _____

MSID#: _____ **Social Security Number** _____

Dollar Amount: (Credited by the Institution) \$ _____ **Date Credited:** _____

Justification: _____

Approved By: _____

Institution Official Signature

State Treasurer's Staff

Please attach a copy of the student's "took" screen for the appropriate term and fax to
 (702) 486-3246, attention Christy Thurston

October 2005